



# K-8 & Middle School Network: **L**earning, **L**eading & **L**everaging Principal Think Tank & Host Site Expectations & Roles

*Agenda time blocks may slightly change with each Network Visit*

TIME	GROUP WORK	DESCRIPTION
8:00-8:15 (15 minutes)	Connecting Activity	<b>Principal Think Tank</b> creates an activity that provides the network an opportunity to connect our prior network learning to today's session.
8:15-8:25 (10 minutes)	Host Site Principal Frames POP	<b>Host Site Principal Frames POP</b> —discusses investigation strategy, work with teachers, teacher teams, connects POP to network readings, articulates current dilemmas and most importantly clearly defines the POP's criteria s/he is looking for the Network Principals to collect evidence on during observations.
8:25-9:25 (60 minutes)	Classroom Observations (each mini-network observes 4 classrooms for 15 minutes each)	<b>Host Site Think Tank</b> travels as a group in the same format as the other mini-networks for the classroom observations.
9:25-9:30	Transition Time (5 minutes)	
9:30-10:00 (30 minutes)	Mini-Networks gather evidence and do an analysis of the observational data	<b>Level Team</b> will provide the process for this section of the agenda.
10:00-11:00 (60 minutes)	Cross-Fertilization Work: Two Mini-Networks form a group of 10-12 principals to deepen instructional analysis and formulate thoughts on the Predictive Question & Leadership Moves	<b>Level Team</b> will provide the process for this section of the agenda. The first piece is a share between the two mini-networks (5 minutes each); the second piece will be answering the predictive question, "If I am a student at this school, what would I know and be able to do in relation to the POP?" (25 minutes); the third piece is, "If I was a leader in this school what would my next move be?" (25 minutes)
11:00-11:20 (20 minutes)	Share-Time: Each group shares out their instructional analysis, predictive question response and leadership question response. During this block of the time the Host Site Principal will share his "Take-Aways."	<b>Level Team</b> will facilitate the report out by each group of combined mini-Networks (3 groups—5 minutes each for a total of 15 minutes). The Host Site Principal will share "take-aways" (5 minutes) using the following two questions: <ul style="list-style-type: none"> <li>• What patterns emerged for you from the share?</li> <li>• What are the steps that you as leader feel prepared to do at this time?</li> <li>• What actions will bring the greatest dividend and why?</li> </ul>

11:20-11:50	Individual Principal POPs	<b>Principal Think Tank</b> creates an opportunity for ALL principals to engage in a structured “talk time” around their school’s POP. It might be a connection to today’s learning or a consultancy on their leadership moves or whatever the think tanks decides will be a valuable structure for the Network Principals.
11:50-12:00	Exit Post-its/On-line Commitment	<b>Level Team:</b> Exit Post-its/On-line Community

### Summarized List of Host Principal & Think Tank Mini-Network Responsibilities:

- Select readings based on the Host Site Principal’s POP—we need to give this to Principals a minimum of a week prior to the visit. If electronic copies are available the readings can be emailed via Laura Junior, Admin. Asst. or if it is a chapter from a book, then Laura will need to do a mailing at least two weeks prior to the meeting.
- Host Site Principal (with support from the Level Team Coaches) designs observation schedule
- Mini-Network Think Tank designs the Connecting Activity (15 minutes—see above)
- Host Site Principal prepares overview/presentation of h/her POP (10 minutes—see above)
- Mini-Network Think Tank designs a consultancy process for ALL Principals to discuss their POPs (40 minutes—see above)
- Level Team designs a process for feedback and reflection (on-line community and/or short closing process if time can be tweaked)

### ***Additional Tasks:***

Food—Level Team (LJ)

Directions/Parking to Host Site (Host Principal)